



**King County**  
**Department of Development**  
**and Environmental Services**  
900 Oakesdale Avenue Southwest  
Renton, Washington 98055-1219  
206-296-6600 TTY 206-296-7217

## ABC - Application Request Form & Work Sheet for Already Built Construction

For alternate formats, call 206-296-6600.

Please complete the following questions providing as much information as is available. If you do not know the answers to any of the questions, please indicate that you do not know or the information is not available rather than leaving the space blank. One copy of the completed form, affidavit for application form, health application (if applicable), a site plan drawn to engineer scale on letter or legal size paper, pictures of the construction, and a **\$500.00 deposit must be submitted** for permit application. **The \$500.00 is only a DEPOSIT. Construction that has occurred without benefit of a permit is subject to double permit fees.**

### Person requesting the application submittal:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (\_\_\_\_) \_\_\_\_\_ (day phone number)

Information about the Property: Property tax account number \_\_\_\_\_

Address of the property \_\_\_\_\_

**I. Project Description** - this is a description of what was constructed without permit. It is important to clearly explain what the existing conditions were, what was constructed and what currently exists on site.

A. What was constructed? \_\_\_\_\_

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B. What existed on the site before this construction started? \_\_\_\_\_

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Check out the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)

C. How large is the building or structure?

\_\_\_\_\_ (give either in square feet or the dimensions)

Is this on more than one floor ? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes -- please describe (example: main floor and upstairs both are 20 feet by 25 feet in size)

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D. Has the work been completed? \_\_\_\_\_ yes \_\_\_\_\_ no

If no -- please describe how much work still needs to be done to complete the project.

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E. When was the construction first started? (If you do not know the date please give as much information as you know about when construction started.)

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Do you have any other information about the construction that occurred that is not being submitted with this application? (plans, photographs, video tapes, receipts)

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F. Is there an existing code enforcement case on this property? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes -- what is the code enforcement case number? \_\_\_\_\_

Please give a description of the violation (this is what the code enforcement case states you have done without benefit of a permit):

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G. Do you have access to the property directly off an existing county maintained road?

\_\_\_\_\_ yes \_\_\_\_\_ no If no -- explain how you get to the property from the nearest county maintained road. \_\_\_\_\_  
\_\_\_\_\_

H. Are there any easements that you use for access to your property? \_\_\_\_\_ yes \_\_\_\_\_ no

I. Please answer the following questions about easements that may be on or affect your property. Information about easements that impact your property should show up on a title report. There are many types of easements and they might be for utilities, access, drainage, or to protect natural features. The type and location of the easements are important because they may impact or limit where you place buildings and structures on the property.

Does any one else use a portion of your property for access? \_\_\_\_\_ yes \_\_\_\_\_ no

Are there any utility (sewer, water, gas, power) easements on your property?  
\_\_\_\_\_ yes \_\_\_\_\_ no

Are there any drainage or native growth protection easements on your property?  
\_\_\_\_\_ yes \_\_\_\_\_ no

If you have answered yes to any of these questions it is important to be able to show where the easement is on the property. This can be drawn on your site plan or you may attach a copy of the easements as shown on your title report, plat or short plat.

J. The following questions deal with how sanitary sewer service is provided to the property. Your current service may either be with a local sewer district or by an on site sewage disposal system commonly referred to as a septic system.

Is your property served by an existing septic system? \_\_\_\_\_ yes \_\_\_\_\_ no

If no -- are you planning on installing a septic system? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you had any contact with the health department about this project? \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes -- please attach any documentation that you may have.

If you are not served by septic, which sewer district currently provides service to the property?

Give the sewer district's name or number \_\_\_\_\_

If you currently have no sewer service but are planning to hook up to a sewer have you obtained a certificate of sewer availability? \_\_\_\_\_ yes \_\_\_\_\_ no

K. The following questions deal with how you obtain water service. Please answer them as completely as possible; if you do not know the answer or are not sure, please explain.

Is the property served by an existing well? ☐ yes ☐ no

If yes -- does it serve more than one residence or piece of property? ☐ yes ☐ no.

If the property is not served by a well, what water district provides service (give district's name or number)? \_\_\_\_\_.

If you do not currently have water service, how are you planning on obtaining it?

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L. Are there any sensitive areas on your property? These would be features such as wetlands, steep slopes, land slide areas or areas that flood. Information on these areas may show up on your title report, or in King County records or on the County sensitive area maps. Sensitive areas can impact or limit where you place buildings and structures on the property. The actual occurrence of sensitive areas on the property will govern the permit requirements. The following questions will help us in making our decision.

During periods of flooding does any portion of your property flood? ☐ yes ☐ no

Do you know if a sensitive area notice on title has previously been filed on your property? (This would show up on a title report.)

☐ yes ☐ no ☐ do not know

Are there any streams, swales or drainage courses that run on or adjacent to your property?

On the property ☐ yes ☐ no Adjacent to the property ☐ yes ☐ no

Is the storm water runoff from the buildings controlled in any way on your property?

☐ splash blocks ☐ dispersal trench ☐ other

If you have answered yes to any of these questions, it is important to be able to show where these features or areas are on your property. To give us assistance in reviewing these issues, it is important to show the topography of your property. We get information that helps us the most during the review process with five foot contours. These should be drawn on your site plan. If you can not provide these contours - please provide as much topographic information as possible.

**II Photographs of building construction and site conditions.** This is very helpful as it gives us information about the property and buildings. The photographs need to focus on the parts of the building that were constructed without permits.

A. Please submit numbered photographs of all construction needing permits and current site conditions (including steep slopes, rockeries, streams, wetlands).

B. Use your site plan to provide an illustration of the photo locations

C. Please provide a list of photographs taken along with a brief detailed description of the photograph.

Note: Please exercise care and safety around building structures and site conditions such as steep slopes, streams, etc.

**III. Site Plans** - Site plans give valuable information about what is on the property and where both site features and buildings or structures are located on the site. For a sample site plan, please see Development Bulletin #9.

Please prepare a site plan that shows your property, and the location of any buildings, roads, driveways, topography or other features. If something is not listed but you think is important for us to know about the site it should be included. This site plan should be to engineering scale (example 1 inch equals 20 feet) and show :

- which direction is North
- the street or easement next to your property
- the scale you used to draw the site plan
- the location of buildings, driveways, sensitive areas
- as much information about the topography as possible or, at minimum, corner elevations
- the location of septic system and its components (tank, drainfield and reserve area) if one exists
- the location of the well (if one exists)
- the dimensions of the property and all structures
- the distance between buildings and the property lines (also known as setbacks)

*Submittal of information for a application review meeting does not vest the application or design components. Application reviews are based on the best information available at the time. If additional information becomes available during or after the permit application process additional conditions or requirements may be imposed.*